

**UWSP Accreditation
It's All About Learning!**

Accreditation Steering Committee

Meeting Notes from Tuesday, May 9, 2006
North Debot Dining Room

Present: Steve Bondeson, Dave Arnold, Patti Becker, Patty Holland, C.R. Marshall, Karen Biasca, Neil Heywood, Ross Cohen, Julie Zsido, Wayne Sorenson, and Bob Mosier.

1. Announcements and Updates

- a. Steve announced that Wayne and Julie have agreed to head up the Publicity and Hospitality Task Force (PHTF). These are very important parts for the success of the self-study process. Thanks Wayne and Julie.
- b. The logo chosen by the Steering Committee for the UWSP Accreditation Self-Study, designed by Meas Vang, has UWSP Accreditation on the top right, with It's All About Learning on the bottom right. On the left is an open book. Thanks to Meas Vang for all of his fine work on this project.
- c. Steve asked the task force chairs to return their requests for documents by May 19, so that Steve and Bob could work on assembling the documents this summer. He emphasized that other requests for documents could also come in during the summer from the task force chairs, but encouraged the chairs make a majority of their requests by May 19.
- d. Steve will send summary documents to the Steering Committee containing promises made by UWSP to the NCA after the 1998 accreditation process and a hard copy of the 1998 self-study report to the Steering Committee members. He indicated that he sent an interim report to the NCA addressing the concerns raised by them in the 1998 self-study report.
- e. Karen's link to the UWSP mission statement was very helpful. It will be very useful in sharing with others about the mission statement. Ross and the Student Government can play an important role in helping students be aware of the mission statement.
- f. Steve visited with a representative of UW-Oshkosh about their self-study process. They are scheduled for a site visit in December or January. Steve will propose to UW-Oshkosh that our Steering Committee visit with their staff for a day sometime in the early fall. UW-River Falls has the same date for a site visit as UWSP, March, 2008. We can also exchange information with them.
- g. Please send the list of each set of task force members to Steve. He will compile them and share them with the rest of the Steering Committee. Wayne suggested that before the task force members names are made public, that the task force members be knowledgeable about the criteria, so that they could respond to questions for campus members or community members about the self-study process.
- h. The Institutional Snapshot will be carried out by the Director of Institutional Research.

- i. Steve will be developing ideas for the location of the Resource Room. If anyone has suggestions, please pass them on to Steve. Hopefully, the Resource Room would have a working area for individual computer stations, a group meeting area, a comfortable area for the visiting team to sit and have discussions, and an area for exhibits and files.

2. The Document Coding System

- a. Patti presented the third draft of the coding system that she and Yan Liao had devised, based on C.R.'s suggestion of combining the two previous coding systems that were proposed. It is organized by the origin of documents, with a two letter code to indicate the type of document it is. Steve suggested creating two more categories, one for faculty governance documents and one for UW System documents. Patti will add these categories. There will also be a cross-listing of documents in several different locations. The Steering Committee liked the coding system and it will be operating shortly. Bob, Steve, and the student working on the virtual resource room will be the ones to assign codes to the documents. Thanks again to Patti and Yan for their expertise and development of a coding system for this project.

3. Review of Membership on the Task Forces

- a. Karen Biasca currently has 4 members plus herself on CTF 1. She is seeking 1-2 more members.
- b. C.R. Marshall currently has 4 members plus himself, with one from each college, which is his full team on CTF 2. He is having his first meeting tomorrow. His task force members have agreed to study materials this summer.
- c. Patty Holland currently has one more position to fill on CTF 3. She hopes to be complete by the end of the week.
- d. Patti Becker currently has 4 members plus herself, which is her full team, on CTF 4.
- e. Neil Heywood currently has three members and has a target date of the end of finals to fill his remaining position on the team of CTF 5. He also has two members on an advisory panel.
- f. Thanks to the task force chairs for all of your fine work in developing your teams and moving the self-study process forward.

4. Structure and Time Lines for Task Forces

- a. The task force chairs agreed to have team membership completed by the end of this academic year.
- b. C.R. provided suggestions for readings the team members could do over the summer to be very knowledgeable about the criteria by the beginning of the fall semester.
- c. Julie proposed a centralized training session for all team members be held prior to the beginning of the fall semester. The Steering Committee agreed

this would be a good idea. Steve proposed that the training be accomplished in the week prior to the beginning of the fall semester. Steve will work on a time and location.

- d. There was discussion about potential time lines for next year, with dates when tasks would be accomplished. Steve and Bob will meet to work out a potential time line for the tasks. Steve will send the proposed time line to the Steering Committee for review and suggestions.
- e. Several survey ideas were discussed. The Steering Committee agreed that any surveys from them would need to be coordinated and questions would need to be generated by early September. Neil suggested running a pilot study for any questions that are generated.

5. Next Meeting

- a. The next meeting of the Steering Committee will be on Tuesday, June 20. Steve will determine a time and location, notifying the committee members when it is worked out.
- b. The topics for the June meeting will include: 1) the coordination of a centralized fall training for team members; 2) the development of reading lists for committee team members; 3) an outline of a publicity campaign kick off and roll out; and 4) other items to be identified in the near future.